



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Public Safety</b>		<b>Policy Number: PS0008</b>	
<b>Approved Date: June 23, 2020</b>	<b>Effective Date: June 23, 2020</b>	<b>Revision Date:</b>	
<b>Authority: 12<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 4</b>	

**Topic: VIDEO SURVEILLANCE CAMERA POLICY**

**Policy Statement:**

The Municipality of Happy Valley-Goose Bay (HVGB) understands the requirement to establish guidelines and procedures for the use of Video Surveillance Camera's (VSC) to ensure the balance between the protection of privacy of the residents and the need for safe and secure environment within the Municipality.

The Policy has been developed to be in compliance with the Access to Information and Protection of Privacy Act (ATIPPA), 2015 and the Office of the Information and Privacy Commissioner (OIPC) guidelines for Video Surveillance by Public Bodies in Newfoundland and Labrador, 2015.

This Policy governs the installation and operation of Video Surveillance Camera's (VSC), the collection and use of personal information and the custody, control, retention, dissemination and disposal of information obtained using the VSC.

In any instance where this Policy is in contravention of the applicable legislation, the legislation will take precedence.

**Use of Video Surveillance Camera information:**

The VSC is any fixed mounted audio-video recorder with the singular purpose of recording audio/visual files.

The information collected through the VSC shall be used for:

- To investigate an incident involving the safety and security of people, facilities, or assets.
- To provide evidence in a legal matter.



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**Topic: VIDEO SURVEILLANCE CAMERA POLICY**

**Application:**

This Policy applies to:

- All Town of Happy Valley-Goose Bay VSC recording devices and hardware.
- Mayor, Councilors, Employees and Contractors of the Municipality of Happy Valley-Goose Bay.

**Procedures:**

- All Video Surveillance Camera installations shall be approved by the Town Manager. Signs will be posted where VSC is in place. The signage shall state that the surveillance is being conducted by the Municipality of Happy Valley-Goose Bay (HVGB) and any enquiries should be directed to the Town Office on 8963321.
- Covert VSC will not be installed in any HVGB owned and or operated facilities or properties unless it is associated with an investigation which may result in legal action.
- Only personnel who are authorized shall have access to the VSC monitors or to the data obtained through the operation of VSC.
- Personal information shall not be disclosed except in accordance with applicable legislation.
- HVGB shall maintain a record detailing who has accessed VSC data, if that data has been disclosed and to whom them data has been disclosed to.
- All breaches or perceived breaches must be reported to the Town Manager so this can be forwarded to the Office of the Information and Privacy Commissioner as required under the Access to Information and Protection of Privacy Act, 2015.
- All VSC data containing 'Personal Information' shall be retained for a period of Ninety (90) days.
- VSC data that has been used or is being used by HVGB in relation to an ongoing investigation or legal proceeding by HVGB or law enforcement officials shall be retained for a period of Seven (7) years or until the legal proceedings are concluded.



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**Topic: VIDEO SURVEILLANCE CAMERA POLICY**

**Access to Video Surveillance Camera Data:**

The following persons will have access to – live viewing, playback, copying and disclosing recorded data;

- Town Manager
- Municipal Enforcement Officer/ Community Constable

The following persons will have access to – playback of recorded data;

- Mayor and Councilors
- Department Heads
- Employees identified by the Town Manager who require access to specific recorded data in order to perform a job function.

**Responsibilities:**

Town Manager:

- Approve installation of Video Surveillance Cameras.
- Provide authority for installation of covert cameras used for investigation into potential unlawful activities that may result in legal action being pursued.
- Provide authority to any requests made by law enforcement agencies for access to recorded data.
- Initiate investigations of alleged privacy breaches

Employees and Councilors:

- Comply with all aspects of this policy.
- Report any concerns regarding the use and operation of the VSC to the Town Manager



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ATIPP Coordinator:

- Process all applications with respect to 'Access to Information Requests' for stored recorded data with the following exception;
  - Refer requests by Law Enforcement Agencies for stored recorded data to the Town Manager

Municipal Enforcement Officer/ Community Constable:

- Responsible for the retention of stored recorded data files as outlined in this policy document.

**Retention of VSC recorded files:**


- All recordings that are not in use will be stored securely in a locked receptacle in the MEO office.
- Each VSC file that has been used will be dated and labelled with identifiable file number.
- A 'Log' shall be kept to record all instances of access to, use of, deletion of any recorded files.
- Recording Logs should be administered and maintained electronically.
- Any recorded VSC files that have not been viewed for a period of ninety (90) days should be deleted.
- Any VSC file that has been used or is being used by HVGB in relation to an ongoing investigation or legal proceeding by HVGB or law enforcement officials shall be retained for a period not exceeding seven (7) years or until the legal proceedings are concluded.

**Disclosure of VSC files:**

Personal information will not be disclosed except in accordance with ATIPPA, 2015.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

  
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Mayor, Wally Andersen

  
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Town Manager, Robert Andrews